

G430
3:972-73
C.2

North Carolina State Library
Raleigh N. C.
Doc.

MAYLAND TECHNICAL INSTITUTE

Serving



*The Tri-County
Area*

CATALOG 1972-1973

WHAT IS A STUDENT

A STUDENT is the most important person in our institution.

A STUDENT is not an interruption of our work—he is the purpose of it.

A STUDENT is a necessary part of our business—he is not an outsider.

A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.

A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.

A STUDENT is deserving of our most courteous and attentive treatment.

A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.

A STUDENT is the life blood of this and every school.

MAYLAND TECHNICAL INSTITUTE

ANNOUNCEMENT OF PROGRAMS

FOR

1972 - 74

Member Institution of the North Carolina

Community College System

For Additional Information, Contact

MAYLAND TECHNICAL INSTITUTE

304½ Oak Street

SPRUCE PINE, N. C.

Telephone (704) 765-7351

TABLE OF CONTENTS

	Page No.
Academic Calendar	4
Board of Trustees	6
Administration and Faculty	7
History and Objectives	8
General Information	10
Programs of Study	11
Admission Requirements	12
Admission Procedures	13
Fees and Expenses	14
Financial Aid	14
Student Services	15
General Regulations	17
Academic Regulations	18
TECHNICAL PROGRAMS	21
Business Administration	21
Executive Secretary	23
Course Descriptions	25
VOCATIONAL PROGRAMS	30
Automotive Mechanics	30
Practical Nurse Education	32
Course Descriptions	34
CONTINUING EDUCATION PROGRAMS	37
General Information	37
Adult Basic Education	38
Adult High School Diploma	38
Learning Laboratory	39
OCCUPATIONAL EDUCATION-EXTENSION	40
Fire Service Training	40
Hospitality Training	40
New and Expanding Industry	40
Law Enforcement Training	41
Management Development	41
Vocational and Technical Extension	41
Business Education	41
Health and Welfare Education	42
Teacher Education	42
Cultural Enrichment	42
Family Life	42
Consumer Economics	42



PRESIDENT'S MESSAGE

Welcome to Mayland Technical Institute, for you are our reason for being here.

In our modern, technical age, it is important to know "what" but it is even more important in preparing for a career to know "how". Our concern while you are with us as a student will be to help you realize your potentialities in the career you have chosen. The root of the word education is "e-ducere"; literally "to lead forth" or to bring out something which is potentially present. It has been said that the "man of the hour" is the one who can do the job of the hour. With your potential, plus the training you receive, you can become that man or woman.

If one is to develop and reach his potentialities in any subject, vocation, or career, it is generally agreed that it will require discipline, concentration, patience, and supreme concern. Working together, with mutual concern and concentration, we can build a brighter future for you, for our institution, for our region.

CALENDAR

1972 - 73

FALL QUARTER

Sept. 5—Tuesday	Registration-Orientation
Sept. 6—Wednesday	First day of classes
Sept. 13—Wednesday	Last day for late registration
Nov. 21—Tuesday	End of Fall Quarter
Nov. 22—Wednesday	Registration
Nov. 23—24	Thanksgiving Holidays

WINTER QUARTER

Nov. 28—Tuesday	First day of classes
Dec. 5—Tuesday	Last day for late registration
Dec. 15—Friday	(after last class) Christmas Holidays begin
Jan. 2—Tuesday	Classes resume
Feb. 29—Wednesday	Winter Quarter ends*

SPRING QUARTER

Mar. 5—Monday	Registration
Mar. 6—Tuesday	First day of classes
Mar. 12—Monday	Last day of late registration
April 20—23	Easter Holidays
May 23—Wednesday	Spring Quarter ends

SUMMER QUARTER

June 4—Monday	Registration
June 5—Tuesday	First day of classes
June 11—Tuesday	Last day of late registration
July 4—6	Holidays
Aug. 23—Thursday	End of Summer Quarter

* Days lost due to bad weather may be made up during the period of May 23 - June 4.

CALENDAR

1973 - 74

FALL QUARTER

Sept. 5—Wednesday	Registration-Orientation
Sept. 6—Thursday	First day of classes
Sept. 13—Thursday	Last day for late registration
Nov. 21—Wednesday	End of Fall Quarter
Nov. 22—23	Thanksgiving Holidays

WINTER QUARTER

Nov. 26—Monday	Registration
Nov. 27—Tuesday	First day of classes
Dec. 4—Tuesday	Last day for late registration
Dec. 18—Tuesday	(after classes) Holidays begin
Jan. 2—Wednesday	Classes resume
Feb. 25—Monday	End of Winter Quarter

SPRING QUARTER

Feb. 27—Wednesday	Registration
Feb. 28—Thursday	First day of classes
Mar. 7—Thursday	Last day for late registration
April 12—16	Easter Holidays
May 17—Friday	End of Spring Quarter* (2 weeks)

SUMMER QUARTER

June 3—Monday	Registration
June 4—Tuesday	First day of classes
June 11—Tuesday	Last day late registration
June 11—Tuesday	Last day for late registration
July 4—5	Holidays
Aug. 21—Wednesday	End of Summer Quarter

* Days lost due to bad weather may be made up during the period of May 17 - June 3.

BOARD OF TRUSTEES

CHAIRMAN, O. V. TALLY	MITCHELL COUNTY
VICE-PRESIDENT, B. M. TOMBERLIN	YANCEY COUNTY
SECRETARY, W. B. WILKINS	AVERY COUNTY
RICHARD B. DOBBIN	MITCHELL COUNTY
HAZEN LEDFORD	MITCHELL COUNTY
WARREN PRITCHARD	MITCHELL COUNTY
MARTHA GUY	AVERY COUNTY
RALPH J. GWALTNEY	AVERY COUNTY
JASON HUGHES	AVERY COUNTY
MARK W. BENNETT	YANCEY COUNTY
BOYD C. DEYTON	YANCEY COUNTY
JAMES R. FOX	YANCEY COUNTY

PERSONNEL

ADMINISTRATION

DR. O. M. BLAKE, JR. PRESIDENT
 A. A. Wingate Junior College; B. A. Wake Forest University;
 M. Ed. University of N. C. Greensboro; Ed. D. N. C. State
 University

JAMES E. MALLORY DIR. OF OCCUPATIONAL EDUCATION
 B. B. A. Memphis State University; M. A. Appalachian State
 University; Additional Work at N. C. State University

PAUL ENGLISH DIRECTOR OF ADULT EDUCATION
 A. A. Lees McRae College; B. S. Appalachian State Univer-
 sity; Additional Work at Appalachian State University; East
 Tennessee State University

WAYNE PHILLIPS DIRECTOR OF EXTENSION
 A. A. S. Wilkes Community College; B. T. Appalachian State
 University

FLORA B. ROBERSON DIRECTOR OF STUDENT PERSONNEL
 B. A. Tusculum College; M. A. Appalachian State; Additional
 Work at N. C. State University

LOUISE B. HEMBREE COORDINATOR,
 LEARNING LABORATORY
 B. A., M. A. Appalachian State University

JOYCE B. ORNDOFF LIBRARIAN, LEARNING
 LABORATORY COORDINATOR
 B. A., M. A., East Tennessee State University

MARY P. BANNER BOOKKEEPER
 Duffs Iron City College, Pittsburgh, Pa.; Western Carolina
 University, Cullowhee, N. C.

OFFICE PERSONNEL

Betty D. McMurray Secretary to the President

Brenda Kay Braswell Secretary-Receptionist

Betty R. Queen Instructional Secretary

INSTRUCTIONAL STAFF

BLEVINS, IRENE T. PRACTICAL NURSING
 B. S., Montreat College; R. N., Memorial Mission Hospital

HUNTER, KATRINA VAN SECRETARIAL SCIENCE
 B. A., M. S., East Tennessee State University

KELLER, HATTIE ANNE RELATED STUDIES
 B. S., M. A., East Tennessee State University

RICE, RALPH PHAD BUSINESS ADMINISTRATION
 B. S., Mars Hill College; M. A., East Tennessee State University

PETERSON, HUGO AUTOMOTIVE MECHANICS
 Various service schools including: General Motors, Interna-
 tional Harvester, LeTourneau, Bear Manufacturing Company,
 Coleman Trucks, Oskosh Trucks, Murphy Diesel, G. M. Euclid

MAYLAND TECHNICAL INSTITUTE

Spruce Pine, N. C.

HISTORY

In February of 1970 an application was submitted to the North Carolina Department of Community Colleges for a technical institute to serve the people of Mitchell, Avery, and Yancey Counties. In July of 1971, Mayland Technical Institute was established, and in September Dr. O. M. Blake, Jr. was named President of the institution. Operating under the direction of the North Carolina Department of Community Colleges and the North Carolina State Board of Education, Mayland Technical Institute's basic purpose is that of providing for the people of the Tri-County area an opportunity to get the training and instruction necessary to develop employable skills and to realize cultural enrichment.

PURPOSE

Mayland Technical Institute as a division of the North Carolina Department of Community Colleges adopts in concept and practices the open-door philosophy of the Department of Community Colleges, the philosophy of "total education." This philosophy views education as a continuing process for all citizens of the community, whatever their situations and needs. The philosophy demands that the doors of our institution be open to anyone who seeks further education, and makes it imperative that we provide for each the type of instruction that will enable him to obtain the knowledge and skills necessary for economic, social and cultural advancement.

Mayland Technical Institute was established to serve the needs of the people of Mitchell, Avery, and Yancey Counties by providing the opportunity for continuing education for all who seek it. Believing that the greatest resource of any area is its people, we seek the optimum development of that resource by helping those who come to develop salable skills, to upgrade job performance, and to realize the satisfaction of increased personal, social, and cultural growth.

Basic to this philosophy of Mayland Technical Institute is our belief in the right of every individual to the best education and train-

ing he can get, to begin where he is and to develop his capacities to the fullest. To move toward this goal, we adopt these objectives:

1. To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.
2. To provide effective teaching at all levels of ability so that each student may receive the instruction necessary to develop competence in his occupational field and to realize personal fulfillment.
3. To provide for adults who terminated their formal education before mastering the basic skills or before graduating from high school, the opportunity to master those skills and to earn a high school diploma.
4. To provide programs preparing students for jobs of a technical level in industry, business, and service occupations.
5. To provide vocational programs preparing students for jobs requiring levels of ability and skills below that of technician level.
6. To work with other agencies in helping the physically, educationally, and culturally handicapped to develop salable skills so that they may be self-supporting and contributing members of the community.
7. To provide programs of vocational education for employed adults who need re-training, and/or up-grading, or who can otherwise profit from the program.
8. To work toward the continued development and progress of our Tri-County area by providing training in services related to the economy of the area and to the welfare of its citizens and visitors.

GENERAL INFORMATION

ACCREDITATION

Mayland Technical Institute, as a new Institution, is seeking correspondent status with the Southern Association of Colleges and Secondary Schools. The Institution operates under the direction of the North Carolina Department of Community Colleges and the North Carolina State Board of Education.

PHYSICAL FACILITIES

At present, Mayland Technical Institute is operating in temporary quarters in the Ellis Building, the Baker Building, and the Church Building, all on Oak Street in Spruce Pine. The program in Practical Nursing Education is conducted in classrooms on the Lees McRae College Campus and in Cannon Memorial Hospital in Banner-Elk. Plans are being developed for a new building at a permanent location, and construction is expected to begin in 1973.

ADMINISTRATIVE OFFICE HOURS

Administrative offices are normally open Monday through Friday from 8:00 A.M. to 5:00 P.M. Special appointments may be made for other hours upon request.

Mayland Technical Institute reserves the right to change, without notice, any information in this catalog. All changes in tuition and fees are subject to change as recommended by the Board of Trustees. Curriculum offerings may be altered to meet the needs of individual departments. A course may also be cancelled when an insufficient number register for it.

CURRICULUM PROGRAMS OF STUDY IN OCCUPATIONAL EDUCATION

TECHNICAL PROGRAMS

Technical Programs require two academic years of three quarters each for completion. Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the particular program. Graduates are awarded the Associate in Applied Science Degree.

Programs offered are:

Business Administration

Secretarial - Executive

VOCATIONAL PROGRAMS

Programs in the vocational area generally require one full year for completion. Graduates are awarded a Diploma upon completion of the program.

Programs offered are:

Automotive Mechanics

Practical Nurse Education

NON-CURRICULUM PROGRAMS IN CONTINUING EDUCATION

In keeping with its purpose to provide for all who seek it the opportunity for continuing education and growth in vocational and cultural areas, Mayland Technical Institute offers a variety of courses and programs. These are based upon the community's particular and various needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interests. They include Adult Basic Education and various Adult Extension Classes.

ADMISSION REQUIREMENTS

Mayland Technical Institute operates under the "Open Door" policy of the North Carolina Department of Community Colleges. Instruction is open to any individual over 18 years of age who is not presently enrolled in high school, regardless of his previous educational attainment. If he does not meet the specified requirements of the particular division in which he wishes to enroll, a member of the staff will assist him in planning developmental or preparatory work to enable him to meet these requirements, or will advise him in choosing another program to meet his needs and aptitudes.

TECHNICAL PROGRAMS

Requirements for admission to a regular two-year technology program include:

1. High School graduation or a state approved equivalent education.
2. A transcript of high school and post-high school education.
3. Demonstrated aptitude, as shown by placement tests in the course for which the individual is applying.
4. Acceptable physical and mental health.
5. A personal interview with a member of the Student Personnel staff.

VOCATIONAL PROGRAMS

Requirements for admission to the regular trade-vocational programs include:

1. Age of at least 18 years.
2. Transcript of previous education.
3. Maturity, aptitudes, and interests necessary for success in the particular program for which the student is applying.
4. Acceptable physical and mental health.
5. A personal interview with a member of the Student Personnel Staff.

NURSING

A candidate for admission to the Nursing Program must meet the following requirements:

1. Age of at least 18 years.
2. A high school graduation or a state approved equivalent education.
3. A transcript of post-high school education.
4. Acceptable scores on standard and/or local institutional tests administered by Mayland Technical Institute.
5. Acceptable physical and mental health as evidenced by a report of physical examination signed by a physician and dental examination signed by dentist.
6. A personal interview with Director of Student Personnel and with the Director of the Nursing Program.

ADMISSION PROCEDURES

Applicants wishing to enroll in any curriculum offered by Mayland Technical Institute should:

1. Obtain an application form from the office of Student Personnel or from the local high school guidance office.
2. Submit the properly completed application form, including health appraisal form (and physician's report for programs requiring this), along with a \$5.00 application fee.
3. Request that a transcript of all high school work be sent directly to the office of Student Personnel.
4. Come for an interview with the Director of Student Personnel, and take any placement tests deemed necessary for determining the suitable classes or program.
5. Register during the regular registration period.

TRANSFER STUDENTS

Students may be admitted with advanced standing by transfer from technical institutes, colleges, or universities. All students must be eligible to return to the last institution attended. If admitted, the prospective transfer student's record will be evaluated by the Director of Student Personnel to determine the amount of credit that can be transferred and applied toward the program for which the applicant wishes to register.

FEES AND EXPENSES

GENERAL FEES

In keeping with its philosophy, Mayland Technical Institute tries to provide educational opportunities at the least possible cost. Since these costs are so small, Mayland Tech does not provide for installment payment of fees and charges.

Fees:

Tuition per quarter:

Full-time student	—	resident of N. C.	\$32.00
Full-time student	—	out-of-state	80.00
Part-time student	—	per quarter credit hours	2.50
Activity fee	—	per quarter	3.00

OTHER EXPENSES:

The cost of books and supplies varies from one program of studies to another. Generally such cost will be from \$15 to \$35 per quarter.

REFUNDS

Tuition refunds can be made only when the student is compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if withdrawal is completed within 10 calendar days after the beginning of the quarter. No refund of the \$5.00 application fee will be made unless the applicant is denied admission to the program for which he applied.

VETERANS

In order to comply with federal regulations, veterans or war orphans receiving benefits under U. S. Code Title 38 will be refunded the pro-rata portion of the tuition fee not used up at the time of withdrawal of such students.

FINANCIAL AID

GENERAL INFORMATION

Mayland Technical Institute encourages prospective students who face difficult financial problems to consult with the Director of Student Personnel, who with the aid of the Student Aid Committee will make every effort to secure aid for the student through local scholarships or State and Federal Grants and Loans. The institution serves as a referral and information agency for the following resources:

Social Security Agency
Department of Public Welfare
North Carolina Vocational Rehabilitation Services
Other North Carolina Agencies

SCHOLARSHIPS

A limited number of tuition scholarships are available for students needing financial aid. These are made available by interested citizens and local civic organizations. Applications for these should be filed with the Student Personnel Office. Forms for making application may be obtained from the Student Personnel Office.

STUDENT SERVICES

Student Services provides assistance to the student in various areas of school life, including the following:

1. **Guidance and Counseling Service.**

A trained counselor is available to students needing help with educational, vocational, or personal problems. In addition, each full-time student at Mayland Technical Institute is assigned a faculty advisor who is available for help with problems related to the student's course work, and to serve as a link between the student and the administrative staff of the Institute.

2. **Testing Service.**

Testing at no cost is provided to assist students in self-understanding. In addition to placement tests, the Institute has available tests to measure aptitude, achievement, and vocational interests. Individuals are encouraged to use these services.

BOOKS AND SUPPLIES

A student is required to buy the necessary textbooks and supplies prescribed in the curriculum he is entering. These vary according to the different courses he is taking. Books and supplies are sold at the bookstore.

INSURANCE

Accident insurance covering hours in school and transportation to and from school is available for \$3.00 per year. Students desiring this insurance may make payment to the business office at the time of registration. Students are urged to take advantage of this insurance, since neither the Technical Institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

HOUSING

Mayland Technical Institute has no dormitory facilities, so students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing. The office of Student Personnel will, however, provide suggestions as to location of possible housing.

HEALTH SERVICES

Injuries requiring more than minor first-aid treatment will be taken to the emergency room of Spruce Pine Community Hospital. Students are urged to provide themselves with hospital and accident insurance to take care of such emergencies.

STUDENT EMPLOYMENT AND PLACEMENT

Mayland Technical Institute in cooperation with the United States Employment Security Commission will make available to students information about job opportunities.

ORIENTATION

A brief Orientation program is conducted by members of the faculty, staff, and student body to acquaint the student with the personnel, the regulations, policies and privileges of the Institute.

GENERAL REGULATIONS

STUDENT CONDUCT

Students will be expected to conduct themselves at all times as mature and responsible individuals, showing a high regard for school facilities and property and for the personal property of others.

School regulations concerning such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed at all times. Conduct which is disruptive to the learning situation or incompatible with accepted standards of propriety may result in a suspension or dismissal. Re-admittance of dismissed students at a subsequent session will be at the discretion of the Executive Council of the Institute.

ATTENDANCE

All students are expected to be present and regular in attendance for all scheduled classes. Excessive absenteeism will be a basis for probation or dismissal. Students who have justifiable reasons for absences may be re-admitted at the discretion of the instructor. A student will be dropped from the roll not later than the fifth unexcused absence. Three tardies shall be considered equivalent to one absence.

WITHDRAWING FROM SCHOOL

Students who withdraw from the Institute during any quarter must first consult with the Student Personnel office. A student who withdraws unofficially, without following the proper procedures, will receive the grade of "F" on all work attempted that quarter.

To withdraw from the Institute, the student will use the following procedures:

1. The student will obtain a withdrawal form from the Director of Student Personnel.
2. The Student Personnel Office will notify each instructor of the name of the student and the official date of withdrawal (the date he made his request for withdrawal).
3. A student may withdraw during the first two weeks of the quarter without scholastic penalty. A student who withdraws after the first two weeks of the quarter will receive a grade of "WF".

Following the procedure will entitle the student to have his permanent record to show the notation "withdrawn". This notation indicates good standing and the privilege of re-admission or transferring to another school within the Community College System.

TRANSCRIPTS OF CREDITS

Transcripts of credit will be supplied to all students and to all former students requesting them, subject to certain conditions. No transcript will be sent to another institute or individual unless requested by the student. Transcripts will not be sent unless the student requesting them has met all financial obligations to the Institute.

ACADEMIC REGULATIONS

DEGREES, DIPLOMAS, AND CERTIFICATES

THE ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.) is awarded to any student successfully completing a two-year technical program.

A DIPLOMA is awarded to the student completing a Vocational program of study which is one-year or more in length.

CERTIFICATES of course completion are awarded for non-credit short courses and special programs.

ADULT HIGH SCHOOL DIPLOMAS are awarded by the cooperating County Board of Education to students satisfactorily completing the Adult High School Program.

ADULT HIGH SCHOOL EQUIVALENCY certificates are awarded by the North Carolina Department of Public Instruction to individuals who make satisfactory scores on the General Educational Development (G.E.D.) tests.

REGISTRATION

Students enrolling in credit courses are expected to register for course work on the day specified for each quarter. Registration at a later time subjects the student to a \$1.00 late registration fee. No registrations are permitted in credit classes after the date listed in the school calendar.

Changes in schedule must be approved by the student's faculty advisor and arranged through the Student Personnel office.

Registration for non-credit classes is usually held at the first class meeting of the course.

COURSE LOAD

Students enrolled for 12 or more quarter hours are classified as full-time students. Those taking less are classified as part-time. Normal course loads will vary from one curriculum to another and from one quarter to another. A normal course load is outlined by departments in this catalog. Students desiring to carry more than 21 credit hours must obtain permission from the Student Personnel office.

SCHEDULE CHANGES

Change of student schedule after registration has been completed will be made only with permission of the Director of Student Personnel. The following steps should be followed:

1. Obtain change of schedule form from Student Personnel office.
2. Obtain approval from faculty advisor and instructors involved.
3. Return completed form to Student Personnel office.

TRANSFER CREDIT

Mayland Technical Institute will accept and give credit for work completed in other Technical Institutes or colleges. Applicants for admission with advanced standing should make regular application and submit a transcript of work from school previously attended. No credit will be permitted for work below the average grade level given by another school. Acceptance of such work will be at the discretion of the President.

GRADING SYSTEM

Grades for curriculum students will be issued at the end of each quarter. Students who lack passing averages at the mid-quarter will be notified of this fact and should schedule a conference with the instructor and/or advisor.

Students will be graded by the letter-grade system shown below and assigned a grade point equivalent in the quality points for each quarter scheduled.

Numerical Equivalent	Letter Grade	Grade Point Equivalent
94-100	A-Excellent	4 points each per quarter
86-93	B-Good	3 points each per quarter
78-85	C-Average	2 points each per quarter
70-77	D-Passing	1 point each per quarter
Below 70	F-Failing	0 points each per quarter
I-Incomplete		0 points each per quarter
W-Withdrew Passing		0 points each per quarter
WF-Withdrew Failing		0 points each per quarter
LL-Learning Lab		0 points each per quarter
R-Repeat		No Credits

ACADEMIC PROBATION

Any student failing to maintain a 2.0 overall grade point equivalent average will be considered on academic probation, and may be required to modify his regular course load. If his grade point average drops below 1.0, he will be asked to withdraw from the curriculum program.

COURSES REPEATED FOR CREDIT

When a course is repeated, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student's grade point average. Courses with earned grades of C or better may be repeated only by special permission from the instructor and the Director of Student Personnel.

REMOVAL OF INCOMPLETES

An "I" or "Incomplete" indicates that a student has done work of a passing grade in a course, but because of extenuating circumstances has failed to do some portion of the required work. Unless this incomplete is removed before the end of the succeeding term, the "I" automatically is changed to "F".

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he has fulfilled the following requirements:

1. Has satisfactorily completed all the requirements of the curriculum for which he is enrolled.
2. Has an overall quality point average of 2.0.
3. Has taken care of all financial obligations to Mayland Technical Institute.

HONORS: A graduating student who has earned an overall quality point average of 3.0 or better on all work completed at Mayland Technical Institute will receive his diploma or degree with "honors".

TWO-YEAR TECHNICAL DEGREE PROGRAMS

BUSINESS ADMINISTRATION (T-018)

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop:

1. understanding of the principles of organization and management in business operations.
2. understanding our economy through study and analysis of the role of production and marketing.
3. knowledge in specific elements of accounting, finance, and business law.
4. understanding and skill in effective communication for business.
5. knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. His duties might include making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting in supervision. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, and travel industry, insurance, transportation, and communications.



ADVISORY COMMITTEE BUSINESS ADMINISTRATION

1. Robert Buchanan—General Manager, Brad Ragan Enterprises, Spruce Pine
2. Jennings Bryant—Personnel Director, Henredon Furniture Company, Spruce Pine
3. Joe Lee Hartley—General Manager, Granfather Golf & Country Club, Newland
4. David Lawson—Lawson United, Spruce Pine
5. Glenn Blevins—Business Manager, Feldspar Corporation, Spruce Pine

BUSINESS ADMINISTRATION

Course Title			Hours Per Week	Class Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	Oral Communication (Grammar)	3	0	3
BUS	101	Introduction to Business	5	0	5
MAT	110	Business Math	5	0	5
BUS	102	Typing I (or elective)	2	3	3
			15	3	16
SECOND QUARTER					
ENG	102	Composition	3	0	3
or	101				
BUS	120	Accounting I	5	2	6
BUS	115	Business Law I	3	0	3
BUS	110	Office Machines I	1	4	3
ECO	102	Economics	3	0	3
			15	6	18
THIRD QUARTER					
ENG	206	Business Communication	3	0	3
BUS	123	Business Finance	3	0	3
BUS	121	Accounting II	5	2	6
BUS	116	Business Law II	3	0	3
BUS	229	Taxes	3	0	3
			17	2	18
FOURTH QUARTER					
ENG	103	Report Writing	3	0	3
BUS	232	Sales Development	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	239	Marketing	5	0	5
BUS	266	Budget and Record Keeping	3	0	3
			17	2	18
FIFTH QUARTER					
BUS	222	Accounting	5	2	6
BUS	243	Advertising	3	2	4
BUS	235	Business Management	3	0	3
PSY	206	Applied Psychology	3	0	3
			14	4	16
SIXTH QUARTER					
BUS	219	Credit Procedures and Problems	3	0	3
BUS	247	Business Insurance	5	0	5
BUS	272	Principles of Supervision	3	0	3
BUS	271	Office Management	3	0	3
			14	0	14

EXECUTIVE SECRETARIAL (T-030)

The Executive Secretarial Curriculum is designed to offer students the necessary skills in typing, taking dictation, transcribing, filing, and other skills essential for stenographic or secretarial work.

The curriculum is arranged so that a student may, during the final quarter, take options as to specialized areas in the secretarial field.

JOB DESCRIPTION

The graduate of the Executive Secretarial Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions and financial firms.

ADVISORY COMMITTEE

EXECUTIVE SECRETARIAL

1. Patti Garland—Chairman of Commercial Department, Bowman High School, Bakersville
2. Louise Thomas—Secretary, Spruce Pine Mica
3. Eva Jo Garland—Secretary, Dixon Bailey, Attorney, Burnsville
4. Doris Shell—Chairman of Business Department, Avery High School, Newland
5. Bryon Jackson—Manager of North Carolina National Bank, Spruce Pine
6. Frances Cox—Secretary, Dr. James T. McRae, Bakersville



CURRICULUM BY QUARTERS

Course Title			Hours Per Week		Quarter Hours Credit
FIRST QUARTER			Class	Lab	
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introd. to Business	3	0	3
BUS	106	Shorthand	3	2	4
			<hr/>	<hr/>	<hr/>
			16	5	18
SECOND QUARTER					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	120	Accounting I	5	2	6
BUS	115	Business Law I	3	0	3
			<hr/>	<hr/>	<hr/>
			16	7	19
THIRD QUARTER					
ENG	206	Business Communications	3	0	3
BUS	104	Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	110	Office Machines	2	2	3
BUS	112	Filing	3	0	3
			<hr/>	<hr/>	<hr/>
			13	7	16
FOURTH QUARTER					
BUS	206E	Dictation and Transcription	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
		Introduction to Data			
EDP	104	Processing	3	2	4
BUS	134	Personality Development	3	0	3
			<hr/>	<hr/>	<hr/>
			13	9	17
FIFTH QUARTER					
ENG	103	Report Writing	3	0	3
BUS	207E	Dictation and Transcription	3	2	4
BUS	214	Secretarial Procedures	3	2	4
BUS	271	Office Management	3	0	3
ECON	108	Consumer Economics	3	0	3
			<hr/>	<hr/>	<hr/>
			15	4	17
SIXTH QUARTER					
BUS	208	Dictation-Transcription (Option, E, M, or L)	3	2	4
BUS	215E	Office Application	6	0	6
PSY	206	Applied Psychology	3	0	3
BUS	183E	Terminology & Voc.	3	0	3
			<hr/>	<hr/>	<hr/>
			15	0	16

COURSE DESCRIPTIONS

(TWO-YEAR TECHNICAL PROGRAMS)

All freshmen technical courses are indicated by the assigned three-letter prefix and numbered between 100-200. Sophomore courses are numbered between 200-300.

On the same line following the prefix and number appears the course title, the number of lecture hours, the number of lab hours, and the number of quarter credit hours.

BUS 101	Introduction to Business	5	0	5
	A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None			
BUS 102	Typewriting	2	3	3
	Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None			
BUS 103	Typewriting	2	3	3
	Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
BUS 104	Typewriting	2	3	3
	Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.			
BUS 106	Shorthand	3	2	4
	A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None			
BUS 107	Shorthand	3	2	4
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.			
BUS 108	Shorthand	3	2	4
	Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107			
BUS 110	Office Machines I	2	2	3
	A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None			
BUS 112	Filing	3	0	3
	Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None			

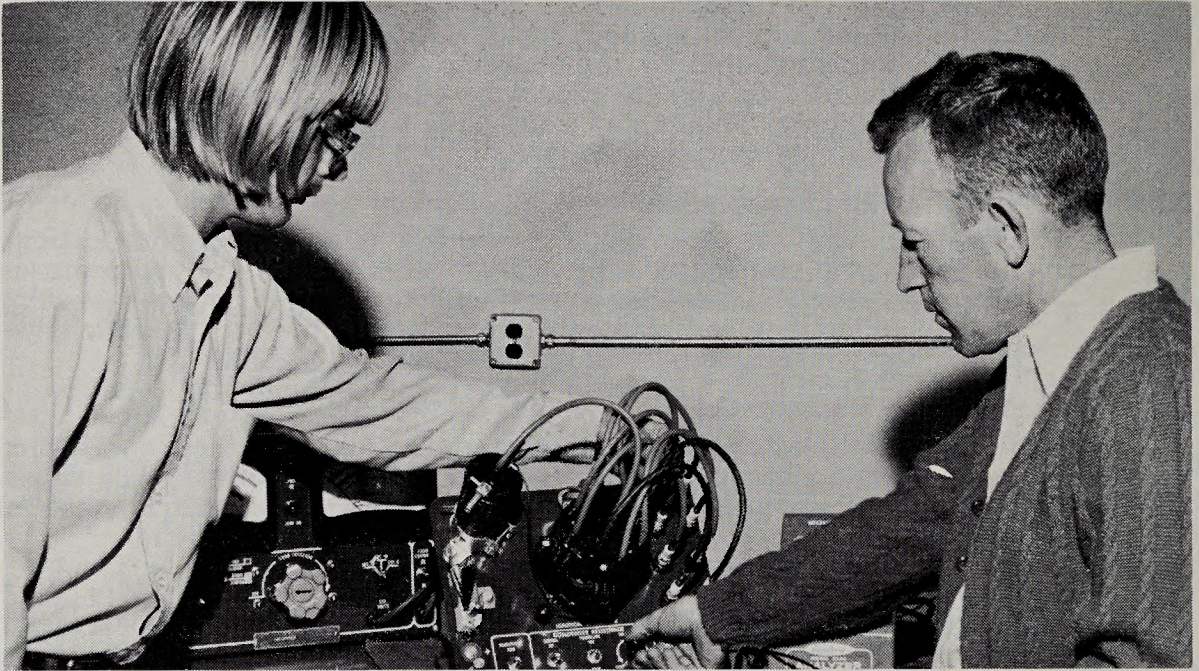
BUS 115	Business Law I	3	0	3	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None
BUS 116	Business Law II	3	0	3	Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115
BUS 120	Accounting I	5	2	5	Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110
BUS 121	Accounting II	5	2	6	Partnership and corporation accounting including a study of pay-rolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120
BUS 123	Business Finance	3	0	3	Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None
BUS 134	Personality Development	3	0	3	Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None
BUS 183E	Terminology and Vocabulary	3	0	3	To develop an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices. Prerequisite: BUS 107
BUS 183L	Terminology and Vocabulary (Legal)	3	0	3	To develop an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business, technical and professional offices. Prerequisite: BUS 107
BUS 183M	Terminology and Vocabulary (Medical)				To develop an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices. Prerequisite: BUS 107
BUS 205	Advanced Typewriting	2	3	3	Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.
BUS 206E	Dictation and Transcription	3	2	4	Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 108

BUS 207E Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: BUS 206			
BUS 208E Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: BUS 207			
BUS 211 Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: BUS 110			
BUS 214 Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None			
BUS 215E Office Application	6	0	6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisite: BUS 214, BUS 205, BUS 208, BUS 211			
BUS 219 Credit Procedures and Problems	3	0	3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: BUS 120			
BUS 222 Accounting	5	2	6
The student is given a thorough knowledge of concepts used in the preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed prior to making a selection as to how these items will be utilized. Prerequisite: BUS 121			
BUS 229 Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: BUS 121			
BUS 232 Sales Development	3	0	3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None			
BUS 235 Business Organization & Management	3	0	3
Principles of business organization, administration and management, covering management theory including planning, staffing, controlling, coordinating, directing, financing, and budgeting. As an over view of developing and engineering the product, methods analysis and control, principles and administration of industrial relations and financing controls as interrelated functions of management are stressed. Prerequisite: BUS 101			

BUS 239	Introduction to Marketing	5	0	5
	A general survey of the field of marketing, with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None			
BUS 243	Advertising	3	2	4
	The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and marketing research, selection of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: BUS 239			
BUS 247	Insurance	5	0	5
	A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: BUS 116			
BUS 266	Budget and Record Keeping	3	0	3
	The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: BUS 121			
BUS 271	Office Management	3	0	3
	Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None			
BUS 272	Principles of Supervision	3	0	3
	Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None			
ECO 102	Economics	3	0	3
	The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None			
ECO 108	Consumer Economics	3	0	3
	Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None			
ENG 101	Grammar	3	0	3
	Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None			
ENG 102	Composition	3	0	3
	Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENB 101			

- | | | | | |
|---|--|----------|----------|----------|
| ENG 1023 | Report Writing | 3 | 0 | 3 |
| <p>The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102</p> | | | | |
| ENG 206 | Business Communication | | | |
| <p>Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102</p> | | | | |
| MAT 110 | Business Mathematics | 5 | 0 | 5 |
| <p>This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None</p> | | | | |
| EDP 104 | Introduction to Data Processing Systems | 3 | 2 | 4 |
| <p>Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None</p> | | | | |
| PSY 206 | Applied Psychology | 3 | 0 | 3 |
| <p>A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None</p> | | | | |

VOCATIONAL PROGRAMS



AUTOMOTIVE MECHANICS V-003 **PURPOSE OF CURRICULUM**

Automotive Mechanics is a one-year training program to develop the basic knowledge and skills necessary for inspecting, diagnosing, repairing, and adjusting components of automotive vehicles. Manual skills are developed in practical shop work, and understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

The curriculum provides, through class and laboratory work, opportunities for students to make comparisons and adapt to new techniques for servicing, and repair as science and engineering bring increasing complexity and changes in automotive vehicles.

JOB DESCRIPTIONS

Graduates of this curriculum diagnose, maintain, and repair mechanical, and other component parts of passenger cars, trucks, and buses. To assist them in this work, they use manuals and other technical publications. Many specialize in particular types of repair work such as automotive transmissions, but these usually have an all-round knowledge of automotive servicing and repair.

ADVISORY COMMITTEE **AUTO MECHANICS**

1. Frank Thomas—Scenic Motors, Spruce Pine
2. Bob Brinkley—Brinkley Motor Company, Newland
3. Warren Buchanan—Buchanan & Young Chevrolet & Plymouth
Bakersville
4. Howard Henline—Mineral City Motors, Spruce Pine
5. George Roberts—Robert's Chevrolet, Burnsville

AUTOMOTIVE MECHANICS (V-003)

CURRICULUM BY QUARTERS

FIRST QUARTER			Class	Hours Per Week		Quarter Hours Credit
		Course Title		Lab		
PME	1101	Internal Combustion Engines	5	15		10
MAT	1101	Fundamentals of Math	5	0		5
DFT	1101	Schematics & Diagrams	0	3		1
ENG	1101	Reading Improvement	2	0		2
			<hr/>	<hr/>		<hr/>
			12	18		18

SECOND QUARTER

PME	1102	Engines-Elect. & Fuel Systems	5	15		10
DFT	1102	Schematics & Diagrams	1	3		2
PHY	1101	Applied Science (Automotive Related)	3	2		4
ENG	1102	Communication Skills	3	0		3
			<hr/>	<hr/>		<hr/>
			12	20		19

THIRD QUARTER

AUT	1123	Brakes, Chassis and	5	15		10
		Brakes Suspension Systems				
AHR	1101	Air Conditioning	2	2		4
DFL	1103	Schematics & Diagrams	0	3		1
PSY	1101	Human Relations	3	0		3
			<hr/>	<hr/>		<hr/>
			10	20		18

FOURTH QUARTER

AUT	1124	Power Train Systems	3	12		7
AUT	1125	Automotive Servicing	3	9		6
BUS	1103	Small Business Operations	3	0		3
			<hr/>	<hr/>		<hr/>
			9	21		1

PRACTICAL NURSE EDUCATION

PURPOSE OF CURRICULUM

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in the care of persons of all ages, in various stages of dependency, and with a variety of physical disabilities or illnesses. Students are selected on the basis of demonstrated aptitude for nursing, as determined by performance on pre-entrance tests, high school records, character references, reports of medical and dental examinations and interviews.

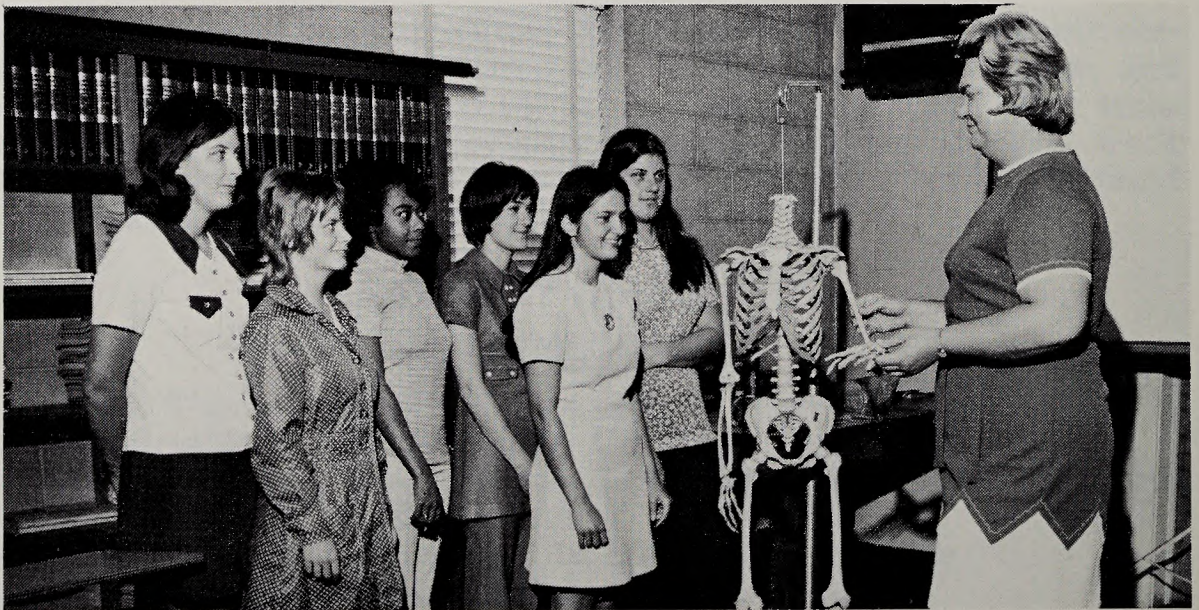
Throughout the one year program, the student is expected to grow in the acquisition of knowledge and understandings related to nursing, the biological sciences, and skills related to nursing practice. These are acquired through course content and application of knowledge and skills to actual patient care.

JOB DESCRIPTION

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina Board of Nursing three times a year, usually in April, June, and October. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse". The license must be renewed every two years. The LPN is prepared to function in a variety of situations including hospitals, nursing homes, clinics, doctors' and dentists' offices.

LOCATION OF PROGRAM

The program will be operated at Banner Elk, N. C. with clinical practice held in the Charles A. Cannon, Jr. Memorial Hospital. Classes are held in the nurses' dormitory located on the Lees-McRae College Campus. Rooms are available at a nominal fee in the nurses dormitory.



PRACTICAL NURSING (V-038)
CURRICULUM BY QUARTERS

FIRST QUARTER			Hours Per Week		Quarter Hours Credit
		Course Title	Class	Lab	
T-GUI	101	Introduction to Education	1	0	1
PSY	1101	Human Relations	3	0	3
NUR	1101	Basic Science	5	4	6
BUS	1134	Personal Development	3	0	3
NUR	1102	Introduction to Patient Care	6	6	8
MAT	1101N	Mathematics	3	0	3
			<hr/>	<hr/>	<hr/>
			21	10	24
 SECOND QUARTER					
NUR	1103	Medical-Surgical Nursing I	4	0	4
NUR	1104	Hospital Care of Patients	0	24	8
NUR	1109	Maternal & Infant Care	4	0	4
NUR	1110	Care of Infants & Children	4	0	4
			<hr/>	<hr/>	<hr/>
			12	24	20
 THIRD QUARTER					
NUR	1105	Medical-Surgical Nursing II	9	0	9
NUR	1106	Hospital Care of Patients	0	24	8
NUR	1111	Drug Administration	3	0	3
			<hr/>	<hr/>	<hr/>
			12	24	20
 FOURTH QUARTER					
NUR	1107	Medical-Surgical Nursing III	12	0	12
NUR	1108	Hospital Care of Patients	0	24	8
			<hr/>	<hr/>	<hr/>
			12	24	20

COURSE DESCRIPTIONS

Vocational (One-Year) Diploma Programs

All Vocational Courses are indicated by the assigned three-letter prefix and numbered between 1000 - 2000.

On the same line following the prefix and number appears the course title, the number of lecture hours, the number of lab hours, and the number of quarter credit hours.

- | | | | | |
|--|---|----------|-----------|-----------|
| PME 1101 | Internal Combustion Engine | 5 | 15 | 10 |
| Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None | | | | |
| PME 1102 | Engine Electrical and Fuel Systems | 5 | 15 | 10 |
| A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generators, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101 | | | | |
| AUT 1123 | Brakes, Chassis and Suspension Systems | 3 | 12 | 7 |
| A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. Prerequisite: None | | | | |
| AUT 1124 | Automotive Power Train Systems | 3 | 12 | 7 |
| Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite AUT 1123 | | | | |
| AUT 1125 | Auto Servicing I | 3 | 9 | 6 |
| Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, AUT 1123, AHR 1101 | | | | |
| AHR 1101 | Automotive Air Conditioning | 2 | 2 | 4 |
| General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control, proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101 | | | | |
| DFT 1101 | Schematics and Diagrams: | 0 | 3 | 1 |
| Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None | | | | |

DFT 1102	Schematics and Diagrams: Power Mechanics (Electrical and Fuel Systems)	1	3	2	Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101
DFT 1103	Schematics and Diagrams: Power Mechanics (Chassis and Braking Systems)	0	3	1	Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies. Prerequisite: DFT 1101, DFT 1102
PHY 1101	Applied Science (Auto Mechanics)	3	2	4	An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None
MAT 1101	Fundamentals of Mathematics	5	0	5	Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None
BUS 1103	Small Business Operations	3	0	3	An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None
ENG 1101	Reading Improvement	2	0	2	Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None
ENG 1102	Communication Skills	3	0	3	Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101
PSY 1101	Human Relations	3	0	3	A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None
NUR 1101	Basic Science	5	4	6	This course is designed to give the beginning student an understanding of basic science principles and their relationships to practical nursing. This course includes study of the structure and functions of the human body, principles of foods and nutrition and selected efforts of microbiology as related to nursing. Prerequisite: None
NUR 1102	Introduction to Patient Care	6	6	8	This course is designed to provide the opportunity for students to gain a knowledge of principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that are normally the responsibility of the Licensed Practical Nurse.

Also, included is the development of appreciations which will assist the student's understanding of her role as a member of the medical team, in establishing effective relationships with her co-worker and patients, and in establishing realistic personal and vocational goals. Prerequisite: None

NUR 1103 Medical-Surgical Nursing I	4	0	4
This course is designed to provide for the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the therapeutic measures of concern to the practical nurse. Prerequisite: NUR 1101, NUR 1102			
NUR 1104 Hospital Care of Patients	0	24	8
Due to the structure of the program, this course offers selected clinical experience in one or a combination of three specialties which include medical-surgical nursing care of the maternity patient and the newborn infant as well as nursing of infants and children. It provides these selected experiences to increase the student's knowledge of the patient's condition and beginning skills in safe effective nursing in the areas mentioned previously. Prerequisite: NUR 1101, NUR 1102			
NUR 1105 Medical-Surgical Nursing II	9	0	9
A continuation of NUR 1103. Prerequisite: NUR 1103, NUR 1104, NUR 1109, NUR 1110			
NUR 1106 Hospital Care of Patients	0	24	8
A continuation of NUR 1104. Prerequisite: NUR 1103, NUR 1104, NUR 1109, NUR 1110			
NUR 1107 Medical-Surgical Nursing III	12	0	12
This course is a continuation of Medical-Surgical Nursing I and II. In addition, it prepares the student for care of the seriously ill patient in an assistant role. The course also includes an orientation of the student to her obligations and responsibilities as a Licensed Practical Nurse to herself, to her community, and to her profession. Prerequisites: NUR 1105, NUR 1106, NUR 1109, NUR 1110, NUR 1111			
NUR 1108 Hospital Care of Patients	0	24	8
A continuation of NUR 1104 and NUR 1106. Prerequisite: NUR 1105, NUR 1106, NUR 1109, NUR 1110, NUR 1111			
NUR 1109 Maternal & Infant Care	4	0	4
This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instructions provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisite: NUR 1101, NUR 1102			
NUR 1110 Care of Infants & Children	4	0	4
This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.			
NUR 1111 Drug Administration	3	0	3
The basic concepts of drug therapy and an appreciation of the responsibilities of the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: NUR 1103, NUR 1104			
GUI 101 Introduction to Education	1	0	1
This course is designed to acquaint the student with his school and to review with him certain appropriate study techniques. Prerequisite: None			

CONTINUING EDUCATION PROGRAMS

Mayland Technical Institute views education as a continuing process, and accepts the responsibility of providing for the people of Mitchell, Avery, and Yancey Counties, a variety of courses to meet the educational needs and interests of the area.

Through these programs, adults of the area may continue learning experiences in a wide variety of fields, vocational and cultural.

GENERAL INFORMATION

Continuing education programs are offered according to community interest and need. A course may be organized when interest is expressed by a sufficient number of people in a particular area. Mayland Technical Institute cooperates with community organizations and agencies such as schools, libraries, civic and community clubs, religious groups, health and welfare groups, law enforcement agencies, fire service groups, business and industrial groups to provide needed educational service.

COURSE DESCRIPTIONS

Since the courses offered depend upon interest and need, no detailed course descriptions are given. Only examples of courses that may be offered are listed. Announcements of courses offered are made through local papers and radio stations prior to the starting date.

CLASS LOCATIONS

The location of each class is determined by the convenience of the students and the availability of facilities. Classes may be held at Mayland Tech or in local communities.

ADMISSION AND REGISTRATION

Any person 18 years of age or older and not presently enrolled in high school may be admitted to a continuing education class. (In extenuating circumstances, by approval of the high school principal and the superintendent of schools, a student under 18 may be admitted).

FEES

For continuing education classes there are no tuition fees. Students are responsible for materials used in the class.

ATTENDANCE

Regular class attendance and participation are essential to effective teaching and learning; therefore, students are expected to be regular and punctual in attendance. A minimum of 75% attendance is required to receive the Adult High School Education Diploma and/or certificates of credit in any other course.

PROGRAMS

ADULT BASIC EDUCATION

Adult Basic Education courses provide instruction in reading, writing, social studies, basic science, mathematics, consumer education and health education. Instruction is provided on any level and students receive individualized instruction. Upon completion of the Adult Basic Education Course, students are encouraged to continue in the Adult High School Program.

ADULT HIGH SCHOOL PROGRAM

Through special arrangement with the Mitchell, Avery, and Yancey County Boards of Education, any person 18 years of age or older whose original high school class has graduated may earn his high school diploma through courses at Mayland Tech. He will receive credit for all units shown on his high school transcript, and will need to complete at Mayland Tech the remaining units required by his County for graduation. Upon certification of completion of these courses, he will then be awarded a High School Diploma by the Board of Education of his County of residence.



PROGRAMMED INSTRUCTION LEARNING LABORATORY

The Learning Laboratory enables a person at any educational level to further his knowledge in any of more than 40 subjects, by use of programmed materials, self-instructional units, and teaching machines. He has also the assistance of the Learning Laboratory Coordinator. The student may come in at any time his daily schedule permits, work as long as he likes, and progress at his own rate.

HIGH SCHOOL EQUIVALENCY

Another program for the adult who has not completed high school is the High School Equivalency Program. Under the plan, individuals may take a series of tests called General Educational Development (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on the same basis as a high school diploma for employment, promotion, or further education.

The GED tests cover five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science. They are administered at the Institute.

The following requirements must be met before taking the GED tests:

1. Minimum age: 19 (or 18 if out of regular school at least 6 months).
2. Residence: Current North Carolina resident.
3. Application filed on a special form available from the GED administrator at time of testing.
4. Application can be endorsed and approved by the GED administrator.
5. Cost: A fee of \$3.00 for the testing.
6. Have a valid vocational, educational, or other purpose in applying.
7. An appointment must be made through the Office of Student Personnel.

The Institute, through the Learning Laboratory or Adult High School classes, offers the individual the opportunity to prepare for the GED test.

OCCUPATIONAL EDUCATION — EXTENSION

An "extension" course is a part-time course which does not count toward a diploma or a degree, but for which a certificate of completion may be given. Extension courses may be academic, technical, vocational, or for general self-improvement. Any adult 18 years old or older who needs training or re-training or who can otherwise profit from the proposed course may be enrolled. Students successfully completing an extension course will be awarded a certificate by Mayland Technical Institute.

FIRE SERVICE TRAINING

Firemanship	Arson and Unlawful Burning
Ambulance Attendant Training	The Company Officer
Hospital Fire Training	Introduction to Firefighting
Fire Service Technology	Industrial Fire Brigade Training
Home Fire Safety	Fire Service Training
Fire Service Operation and Management	

HOSPITALITY TRAINING

Food Service Selling	Organization and Personnel
Basic Quantity Cooking	Management
Overview of School Food Service	Service Station Selling
Basic Nutrition and Menu	Personality Development
Planning	Customer Relations
Equipment Use and Care	Hospital Human Relations
Quantity Food Production	Hospital Housekeeping
Management	Food Service Supervision for
Maid Training	Hospital Personnel
How To Organize Your Work	Custodial Training
Travel Information	Modified Diet

LINESMEN PROGRAM

Energized Lines I, II, III
Safety Training

NEW AND EXPANDING INDUSTRY

The major goal of this program is to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina. Upon request from a new or expanding industry Mayland Tech will provide a consultant to meet with industrial management to plan a training program to meet the firm's specific needs. These programs are funded by the State of North Carolina.

LAW ENFORCEMENT TRAINING

Introduction to Police Science	Police Administration
Courts of Law	Human and Public Relations
Elements of Offenses	Supervision
Laws of Arrest	Traffic Accident Investigation
Search and Seizure	Fingerprint Identification
Evidence	Firearms Training
General Criminal Investigation	Riot and Crowd Control
Narcotics Investigation	Criminal Investigation
Motor Vehicle Law	Civil Procedure
Juveniles	Computerized Speed Detection
Chemical Tests for Alcohol	

MANAGEMENT DEVELOPMENT PROGRAM

Management Development courses are designed for potential and active supervisors and management personnel who want to prepare for more effective leadership and advancement. Courses may be offered at the Institute or in industrial plants. Practical approach to meeting everyday business needs such as planning, organizing, directing, coordinating, and controlling will be stressed in these courses:

Principles of Supervision	Work Measurement
Job Relations Training	Job Methods
Science of Human Relations	Conference Leadership
Art of Motivating People	Industrial Safety and
Economics in Business and	Accident Prevention
Industry	Industrial First Aid
Effective Communications	Cost Accounting for Supervisors
Effective Writing	Supervision in Hospitals
Effective Speaking	Labor Laws for Supervisors
Speed Reading	Job Instruction Training

VOCATIONAL AND TECHNICAL EXTENSION COURSES

Heating	Basic Electricity
Refrigeration	Small Appliance Servicing
Air Conditioning	Machine Shop
Bricklaying	Small Engine Repair
Plumbing	Welding
Industrial Chemist	Fruit and Vegetable Production
Blueprint Reading	Custodial Training
Drafting	Real Estate

BUSINESS EDUCATION

Typing	Bookkeeping
Business English	Accounting
Shorthand	Business Machines

HEALTH AND WELFARE EDUCATION

These provide opportunities for persons engaged in all aspects of health services to up-date themselves in the professions, and to others who desire to expand their knowledge and understanding in the following areas:

Child Development
Nurses Aide Training
Drug Abuse

Maternity Care
Child Psychology

TEACHER EDUCATION

The Institute cooperates with local school agencies, senior colleges, and universities in providing short courses, workshops, and courses for certificate renewal and professional growth in many areas such as the following:

Teaching Reading
Audio-visual materials
and method
Modern Math

Counseling and Guidance
Physical Science
Social Health

CULTURAL ENRICHMENT

Cultural Enrichment programs are designed to help adults develop basic skills, develop talents in art, music, and writing, and to develop interest and appreciation of our fine arts heritage. Cultural Enrichment programs include:

Painting
Drawing
Ceramics
Decoupage
Knitting

Music Appreciation
Creative Writing
History of Art
Macrame

FAMILY LIFE PROGRAMS

Family Life Programs are designed to help family members to make family life more enjoyable and more economical. They include:

Family Planning
Modern Math for Parents
Interior Decorating
Cake Decorating
Flower Arranging
Furniture Refinishing

Upholstering
Cooking
Sewing
Arts and Crafts
Nutrition
Drapery Making

CONSUMER ECONOMICS PROGRAMS

Income Tax
Personal Investments

Survey of Insurance
Consumer Problems



Articulation Workshop For Teachers



The true test of the quality of an educational institution is not the size of the site, the grandeur of the buildings, the size of the student body, or the credentials of the faculty. The true test is the quality of the student the institution graduates.

From

MAYLAND TECHNICAL INSTITUTE

304½ Oak Street

Spruce Pine, N. C. 28777